

ORIENTATION

MANUAL USE

The Dental package is designed for effective interaction at all user levels, from the novice user to the site manager. A knowledge of FileMan user protocol is all that is required for use of the system.

ON-LINE ACCESS TO HELP

Upon gaining access to the system, the user is prompted to enter a menu selection for each level of the system. If no selection is listed within the prompt, or if the user is unsure of which selections are available, entering a '?' will bring up a list of available selections. '??' will give additional information. For prompts containing a selection, the user should enter a carriage return to make the selection. If the 'NO' or 'YES' feature is included in the prompt, entering a carriage return will indicate selection of the indicated option, and entering 'Y'es or 'N'o will allow the user to accept or reject the prompt selection.

All of the selection fields are free-text fields. Entries may be made in either upper or lower case characters, as the fields are not case sensitive. If a long entry is being entered, only the first few letters of the entry should be typed, as three letters are sufficient for entry identification. If an entry is ambiguous, a question mark will appear, and the selection prompt is automatically reprinted for the viewer. If there is more than one selection for an entry, a list of all possible selections appears, from which the viewer can choose a selection by entering either the name or number of the selection.

STANDARD PACKAGE CONVENTIONS

The Dental package is designed around a screen-oriented interface. The screens are very similar in structure and data input style.

Each screen is referred to as a "page". Users may edit information on the screens by placing the cursor at the end of the entry, and entering the new information. In addition, there are special codes designed to facilitate use of the screens, which appear when '^C' is entered at any of the entries:

^	--Quit	@	--Delete data
^nn	--Go to the 'nn' statement	CR	--Go to the next statement
^C	--Command menu display	<	--Go to the previous statement
	--Space bar, recall previous answer	?	--Information about field
^D	--Down page	^U	--Up page

Note: (C)omputed, (M)ultiple, (W)ord processing, (R)ead only

These codes are also listed in the descriptions of the options to which they apply.

MENU STRUCTURE

There is one master menu containing six options:

DENTAL 1.2

1. Dental Activity
2. Patient Inquiry
3. Enter/Edit Appt Scheduling Aid (CPM)
4. Print Appt Scheduling Aid (CPM)
5. Program Management
6. MailMan Menu

Select Dental Option:

The fifth menu, Program Management, is used to set site parameters, initialize the card reader, and perform special editing and deleting functions. Program Management has a separate submenu system for its various functions:

PROGRAM MANAGEMENT

1. Provider Edit
2. Site Parameters Edit
3. Type Of Service Edit
4. Initialize Card Reader
5. Treatment Data Entry Delete
6. Delete Non-Clinical Time Entry
7. Enable Edit/Re-Release Of Treatment Data (Full)
8. Enable Edit/Re-Release Of Treatment Data (Line)
9. Class I-VI Admin Entry (type 3) Edit/Re-Release
10. Personnel Entry (type 4) Edit/Re-Release
11. Dental Fee Administration (type 5) Edit/Re-Release

General users will be restricted to the Dental Activity, Patient Inquiry, Enter/Edit (Appt) Scheduling, and Print (Appt) Scheduling options. Of these, only Dental Activity has a submenu system:

DENTAL ACTIVITY

1. Enter Data Thru Card Reader
2. Treatment Data Enter/Edit (Full Screen)
3. Treatment Data Enter/Edit (Line By Line)
4. Class I-VI (type 3) Admin Info Enter/Edit
5. Personnel Info. (type 4) Enter/Edit
6. Non-Clinical Time Enter/Edit
7. Dental Fee Administration (type 5) Enter/Edit
8. Dental Reports
9. Review/Release Service Reports

The Dental Reports section of Dental Activity has a three-tiered screen system which is structured as follows:

DENTAL REPORTS

A. Service Reports

1. Treatment Data Service Report Menu
 - i Provider Summary
 - ii Sittings By Provider
 - iii Clinic Summary
 - iv Individual Sitting
2. Class I-VI (type 3) Admin Info
3. Personnel Info. (type 4)
4. Non-Clinical Time By Provider
5. Dental Fee Administration (type 5)

B. Sittings/Visits Report

C. Inpatients Needing Dental Exam Report

D. Type of Service Report

E. Cost Distribution Report

The Review/Release Service Reports section of the Dental Activity Menu has the following submenu:

1. Treatment Data Service Review/Release Menu
 - i Provider Summary
 - ii Sittings By Provider
 - iii Clinic Summary
 - iv Individual Sittings
 - v Release Report Without Reviewing Data
2. Class I-VI (type 3) Admin Info
3. Personnel Info (type 4)
4. Dental Fee Administration (type 5)
5. Check Duplicate Sittings
6. Release All Service Reports

This User Manual is structured according to the Dental menu. The Package Management features are explained first. The general user menus are next explained in the sections Dental Activity, Dental Reports, Review/Release Service Reports, and Other User Menus.

PACKAGE MANAGEMENT

There are no legal requirements pertaining to the Dental package at this time.

Refer to the attachment, Data Transmission Information, for guidelines on verification of transmission status for released reports.

IMPLEMENTATION-PLANNING GUIDES

In order to use the system, the Site Parameters file and the Provider Edit file must be populated. In addition, the card reader must be prepared for general use. Refer to the Site Parameters Edit, Provider Edit, and Enter Data Thru Card Reader sections of the Program Management option for additional information.

SITE CONFIGURATION ISSUES

There are no site configurable outputs, and no special resources are required to use the package.

All site configurable fields are contained in the Dental Site Parameters File (#225). At this time, there are three fields, to be configured as follows:

- A. Station Division - Enter the station (division) number of each site that will be using the Dental package on the CPU. Multiple stations (divisions) can be supported on the same CPU.
- B. Card Reader Device - Enter the name of the device to which the card reader is attached. The same card reader can support more than one station (division).
- C. Transmit Data Via VADATS - Enter 'Yes' if VADATS is to be used for data transmission to Austin. Otherwise, enter 'No' or leave the field blank.

INTRODUCTION

This manual describes the use of the card reader and computer terminal for data entry to the DHCP Dental package. Following the prescribed order, users will be able to enter data and operate the system within a very short time. In the instances when definitions in the DENTAL PROCEDURE differ from those in the Manual of Instructions Dental Data System (Punch Card), the definitions in the latter manual take priority.

In accordance with the suggestions of the Dental Service Special Interest User Group, there are several logic changes, new features, and options in this version of the Dental package.

This version includes a new feature in the Program Management menu, which allows the edit or deletion of Service Reports data before re-release to Austin. Also in this menu, the Treatment Data Entry option now has the capability to enable a range of dates for re-release.

The Dental Report menus have a new option which displays the types of service with the corresponding CTVs (composite time values) and dollar value. Fee basis reports now have a new format, and the fields average cost and average duration of classes have been removed. Provider summary and sittings by provider report in the Treatment Data Service report menu can now display/print a range of providers for a given date.

In the Release Service Report menu there are two new options. One option will release all four Service reports in one step. The other option checks for duplicate sittings for a given station and a range of dates.

Display of Treatment Data in the Treatment Data Enter/Edit option under the Dental Activity Menu has been changed in two ways. Users now have the option of entering and/or editing data either full screen or line-by-line. In addition, depending on the provider selected, one of these five template/screens will be used: Prosthodontics, Endodontic, Oral Surgery, Periodontic, and General.

All future data for the treatment file and non-clinical file will now be stored in reverse order. During the initialization of the package, all current data for these two files will be converted in reverse order. When the data from prior months is released to Austin, the package will not release the current month's treatment data during the first eight days of the current month. If the treatment data for June were to be released on any date between July 1 and July 8, for example, a message would appear stating that only the data for June would be released at that time.

When entering Dental Fee Administration, Class I-VI, and Personnel data, the package will check if an entry already exists for the station and month. If data is already entered, a new entry cannot be made.

The third page printed from the Provider Summary option has a note at the end of the report indicating that this report is used to verify the 240 and 280 reports. An additional report can be printed, indicating how the total CTVs are calculated for Non-Surgical Extraction, if an extraction exists.

A new field called STATUS has been added to the Provider file. This is used to indicate whether a provider is active or inactive.

Lastly, lookup of a PSEUDO SSN is allowed when entering data through the card reader. An additional change in data entry involves the entry of dates. Future dates may no longer be entered, and if the year is omitted from a date entry, the system automatically fills in the current year.

RELATED MANUALS

Manuals related to this package include the Dental Technical Manual, Version 1.2, FileMan Version 17.32, and the Screen Handler Technical and User Manuals. The Manual of Instructions, Dental Data Systems (Punch Card), containing the official functions of all Dental Service reporting elements, is also used in conjunction with this manual.

FUNCTIONAL DESCRIPTION

The VA Dental package is menu-driven, designed to accept data through a card reader or CRT terminal. By entering data into the system screens, users may edit dental records, review reports before printing, schedule appointments for patients, perform patient inquiry, make changes to the Dental files at the Austin data base, and transmit data electronically to Austin.

Two different types of user, the general user and management, will work with the Dental system. The general user has a limited type of system access, determined by each manager for a given medical center. Management has access to all menus and options.

When data is entered into the system, it is stored in one of five files; Treatment, Dental Fee Administration, Class I-VI, Personnel, and Non-Clinical Time. Service reports are generated from the five files, and are electronically transmitted to Austin on a monthly basis. The treatment report can be displayed in four different formats; a provider format, sittings by provider, clinic summary, and individual sittings format.

Patient Inquiry is available for this package, and is used to display patient information such as current address, sex, age, and ward location. appointment scheduling is also available with this package. It allows users to make appointments, change or delete appointments, print pre-appointment, no-show, and cancellation letters, and generate routing slips and appointment lists. Appointment scheduling is part of the VA Scheduling package.

DENTAL MANAGER MENU

Dental Activity

- Enter Data Thru Card Reader
- Treatment Data Enter/Edit (Full Screen)
- Treatment Data Enter/Edit (Line By Line)
- Class I-VI (type 3) Admin Info Enter/Edit
- Personnel Info (type 4) Enter/Edit
- Non Clinical Time Enter/Edit
- Applications and Dental Fee (type 5) Enter/Edit
- Dental Reports ...
 - Service Reports ...
 - Treatment Data Service Report Menu ...
 - Provider Summary
 - Sittings by Provider
 - Clinic Summary
 - Individual Sittings
 - Class I-VI (type 3) Admin Info
 - Personnel Info (type 4)
 - Non Clinical Time by Provider
 - Applications and Dental Fee (type 5)
 - Sittings/Visits Report
 - Inpatients Needing Dental Exam Report
 - Type of Service Report
 - Cost Distribution Report
- Review/Release Service Reports ...
 - Treatment Data Review/Release Menu
 - Provider Summary
 - Sittings By Provider
 - Clinic Summary
 - Individual Sittings
 - Release Report Without Reviewing Data
 - Class I-VI (Type 3) Admin Info
 - Personnel Info (Type 4)
 - Applications and Dental Fee (Type 5)
 - Check Duplicate Sittings
 - Release All Service Reports

Patient Inquiry

Enter/Edit Appt Scheduling Aid (CPM)

Print Appt Scheduling Aid (CPM)

Program Management

- Provider Edit
- Site Parameters Edit
- Type of Service Edit
- Initialize Card Reader
- Treatment Data Entry Delete
- Delete Non Clinical Time Entry
- Enable Edit/Re-Release of Treatment Data (Full)
- Enable Edit/Re-Release of Treatment Data (Line)
- Class I-VI Admin Entry (type 3) Edit/Re-Release
- Personnel Entry (type 4) Edit/Re-Release
- Applications and Fee (type 5) Edit/Re-Release

Mailman Menu

DENTAL USER MENU

Dental Activity

- Enter Data Thru Card Reader
- Treatment Data Enter/Edit (Full Screen)
- Treatment Data Enter/Edit (Line By Line)
- Applications and Dental Fee (type 5) Enter/Edit
- Personnel Info (type 4) Enter/Edit
- Non Clinical Time Enter/Edit
- Class I-VI (type 3) Admin Info Enter/Edit
- Service Reports ...
 - Treatment Data Service Report Menu ...
 - Provider Summary
 - Sittings by Provider
 - Clinic Summary
 - Individual Sittings
 - Class I-VI (type 3) Admin Info
 - Personnel Info (type 4)
 - Non Clinical Time by Provider
 - Applications and Dental Fee (type 5)
- Enter Batch Screening/Complete Exam

Patient Inquiry

Enter/Edit Appt Scheduling Aid (CPM)

Print Appt Scheduling Aid (CPM)

Mailman Menu

Upon entering the Dental system, the menu screens are presented in the following order:

DENTAL 1.2

1. Dental Activity
2. Patient Inquiry
3. Enter/Edit Appt Scheduling Aid (CPM)
4. Print Appt Scheduling Aid (CPM)
5. Program Management
6. MailMan Menu

Select Dental Option:

Dental Activity

1. Enter Data Thru Card Reader
2. Treatment Data Enter/Edit (Full Screen)
3. Treatment Data Enter/Edit (Line By Line)
4. Class I-VI (type 3) Admin Info Enter/Edit
5. Personnel Info (type 4) Enter/Edit
6. Non-Clinical Time Enter/Edit
7. Dental Fee Administration (type 5) Enter/Edit
8. Dental Reports
9. Review/Release Service Reports

Select Dental Activity Option:

Dental Reports

1. Service Reports
 - A. Treatment Data Service Report Menu
 - i. Provider Summary
 - ii. Sitzings By Provider
 - iii. Clinic Summary
 - iv. Individual Sitzings
 - B. Class I-VI (type 3) Admin Info
 - C. Personnel Info (type 4)
 - D. Non-Clinical Time By Provider
 - E. Dental Fee Administration (type 5)
2. Sitzings/Visits Report
3. Inpatients Needing Dental Exam Report
4. Type of Service Report
5. Cost Distribution Report

Select Dental Reports Option:

Review/Release Service Reports

1. Treatment Data Review/Release Menu
 - A. Provider Summary
 - B. Sitzings By Provider
 - C. Clinic Summary
 - D. Individual Sitzings
 - E. Release Report Without Reviewing Data
2. Class I-VI (type 3) Admin Info
3. Personnel Info (type 4)
4. Dental Fee Administration (type 5)
5. Check Duplicate Sitzings
6. Release All Service Reports

Select Review/Release Service Reports Option:

Program Management

1. Provider Edit
2. Site Parameters Edit
3. Type Of Service Edit
4. Initialize Card Reader
5. Treatment Data Entry Delete
6. Delete Non-Clinical Time Entry
7. Enable Edit/Re-Release Of Treatment Data Entry (Full)
8. Enable Edit/Re-Release Of Treatment Data Entry (Line)
9. Class I-VI Admin Entry (type 3) Edit/Re-Release
10. Personnel Entry (type 4) Edit/Re-Release
11. Dental Fee Administration (type 5) Edit/Re-Release

Select Program Management Option:

Users should be aware that the menu structure shown is available only to management. General users will be presented with the following menu, which lacks the Program Management options:

1. Dental Activity
2. Patient Inquiry
3. Enter/Edit Appt Scheduling Aid (CPM)
4. Print Appt Scheduling Aid (CPM)
5. MailMan Menu

Select Dental Option:

This User Manual is structured according to the Dental menus. Package Management options are explained first. The general user options are next outlined in the sections Dental Activity, Dental Reports, Review/Release Service Reports, and Other User Menus.

PROGRAM MANAGEMENT

1. PROVIDER EDIT

This screen may be used to:

- 1 Identify the provider ID number of a given staff person
- 2 Assign a number to a staff person
- 3 Change the number of a staff person

The method for assigning provider ID numbers is provided in the Manual of Instructions Dental Data System (Punch Card), or may be obtained through a 'HELP' prompt.

Note that only names on the master names list maintained by the hospital computer staff may be entered using this option. If a name is rejected by the system, consult the site manager. However, some stations do not have this cross-check.

After selecting the provider option, the following screen is presented:

[Select DENTAL PROVIDER NAME:]

Respond with either the name of the provider or the provider ID number.

The name of the person may be entered in last/first name format. This option also allows for adding a new name or number into the system, or finding the number of someone already in the system. If the person is already in the system, only the first few letters of the last name are required. The system will complete the name and prompt for confirmation.

If a new provider is added the following prompt will be displayed:

[ARE YOU ADDING A NEW DENTAL PROVIDER (the nth)?]

This prompt is requesting confirmation of a new provider addition. Answer with 'Y' or 'N'. If a 'Y' is entered, the system prompts for dental provider ID number and name.

The provider ID number allows for identifying the name of a person by a given ID number. In this instance, the system will respond with the name of the person, and the ID number is displayed:

[DENTAL PROVIDER NUMBER: 2345//]

The number may be confirmed by entering a carriage return. Entering a new number will change the previous number. When it is confirmed, the following prompt is displayed:

[STATUS:

Indicate whether the provider is active or inactive.

ARE YOU ADDING '(name)' AS A NEW PERSON?]

2. SITE PARAMETERS EDIT

The next option to be completed is that for Site Parameter selection. This option allows for entering the Veterans Administration code number for the Medical Center in question. Every Center and Regional Office has its own distinct number or number-letter combination. After the site number is entered, a storage area is set up within the core computer memory to hold the information or data being entered. More than one storage area may be set up. This means that if a card reader is being shared at a regional facility, the code number of the distant site may also be entered. However, every time an option which concerns hospital or patient data input is selected under the shared storage space mode, the user will be asked to select the storage area in which the information will be placed. If a data card from another facility comes up, the user must back out of the program, re-enter the program, and select the distant facility code number. It is strongly recommended that the completion of one Center's cards be completely entered before entering the cards of another facility.

There is one important consideration to be noted when setting up a second facility's storage area. The Dental program 'points to', or looks at, the patient file to verify the Social Security number. The patient Social Security number must be found in the data bank. Regional Centers or offices may have a database in common, but two different hospitals will not have the same patient listing database. For this reason, the Dental program cannot be used for the center.

After the Medical Center code has been entered, the system prompts for the card reader device. The program is looking for the 'port number' for the card reader access to the core computer. The site manager supplies the port number.

After entry of the card reader device, a prompt will request whether data transmission via VADATS is to be used. Enter 'YES' if the TYMNET Mini-Engine is up and functioning properly.

3. TYPE OF SERVICES EDIT

The Dental manager may edit the Dental type of services entries via this option, which is primarily used to adjust composite time values (CTVs) for each type of service and the dollar amount assigned to each service.

4. INITIALIZE CARD READER

This option is used to initialize the card reader. This operation is performed when the card reader is first used.

The card reader is installed by the site manager, after having received a set of instructions entitled 'Technical Manual, DHCP Dental Package'. There is an on/off switch on the back of the reader. Once this is flicked on, it should not nor need not be flicked off at the end of the day.

Upon selecting this option, the computer automatically initializes the card reader. If any problems are encountered, please consult your site manager.

Should the card reader stop accepting cards during data entry, bring the card reader back online by turning its switch off and back on. Data which has already been entered has been stored, and is not lost. After resetting the printer, try entering cards again. If the cards are not being processed, the reader must be initialized again.

5. TREATMENT DATA ENTRY DELETE

Occasionally, it may become necessary for the Dental manager to delete an entry from the Dental Service Treatment Data file. If this becomes necessary, use this option to selectively delete individual treatment data entries by date. This option will prompt for whether a display of the data is desired before its deletion. This may be useful for isolating particular file entries. The system prompts, 'Are you sure you want to delete this entry? NO//'. A carriage return entered here will result in no data being changed or deleted. If a 'YES' is entered, the message 'Entry Deleted' is displayed, and the entry in question will be deleted from the file.

6. DELETE NON-CLINICAL TIME ENTRY

As with the previous delete option, a non-clinical time entry may require deletion. Option 6 is used for this purpose. The system prompts for whether a display of the data is desired prior to its deletion. The system prompts with the message, 'Are you sure you want to delete this entry? NO//'. Entering a carriage return will preserve the data. A 'YES' entry will delete the data and display the message 'Entry Deleted'.

The next four paragraphs explain the re-release options under Program Management. Two features common to the four options should be noted. First, data entered in these reports may be changed or deleted. Entering a 'C' for change or a 'D' for delete in the last line of the option screens will change the data contained in the Austin data banks, which was released previously. Second, the four options prepare data for re-release, but do not actually release the data. The Review/Release Service Reports option, under the Dental Activity menu, is used to release data.

7 - 8. ENABLE EDIT/RE-RELEASE OF TREATMENT DATA

This option is used to prepare Dental Service data for re-release, with two menu listings allowing for either full screen data entry or line by line data entry. The option prompts for the station/division if multi-divisions have been defined, and then prompts, 'Would you like to enable a range of treatment data entries for re-release?'. If a 'NO' is entered, the system will prompt for a date of the treatment data to be re-released. If a 'YES' is entered, a range of dates may be entered at the prompt, 'Select Release Date'.

9. CLASS I-VI ADMIN ENTRY EDIT/RE-RELEASE

Use this option to enable Class I-VI data for re-release. The system will prompt for the station/division if multi-divisions were defined in the Dental Site Parameters file, and next prompts, 'Select DENTAL CLASS I-VI DATE:'. At this prompt, enter the applicable date. The system next prompts

for whether a display of the data is desired. After viewing the data, or after responding 'NO' to the prompt, the system prompts for whether the viewer is certain that enabling the data for re-release is desired.

10. PERSONNEL ENTRY EDIT/RE-RELEASE

Use this option to prepare Dental Personnel data for re-release. The system will prompt for the station/division if multi-divisions were defined in the Dental Site Parameters file, and next prompts, 'Select DENTAL PERSONNEL DATE:'. At this prompt, enter the applicable date. The system next prompts for whether a display of the data is desired. After viewing the data, or after entering 'NO' to the prompt, the system prompts for whether the user is certain that preparing the entry for re-release is desired.

11. APPLICATIONS AND DENTAL FEE EDIT/RE-RELEASE

Use this option to prepare Dental Fee Administration entry for re-release. This option prompts for the station/division if multi-divisions were defined in the Dental Site Parameters file, and next prompts, 'Select DENTAL APPLICATIONS AND DENTAL FEE DATE'. At this prompt, enter the applicable date. The system next prompts for whether a display of the data is required. After viewing the data, or after a 'NO' response to the prompt, the system requests whether the user is certain that preparing the entry for re-release is desired.

DENTAL ACTIVITY

1. ENTER DATA THRU CARD READER

NOTE: Information in brackets [] indicates information that will appear on the screen to which users must respond. Underlined information indicates the applicable response or responses. When using this computer package, a 'help' screen is available by typing a question mark [?] followed by a return at any point in the program. A double question mark [??] will often provide more detailed information.

In order to use the Card Reader it is necessary to initialize the Card Reader port. This is done via the Initialize Card Reader Option PRIOR to entering the first data card.

If more than one site (station) has been entered into the Dental Site Parameters file, then after selecting the 'Enter Data Thru Card Reader' option, the following display appears;

[SELECT DENTAL SITE PARAMETERS STATION.DIVISION:]

Respond with the user three digit station code (along with the letters for the division, if appropriate).

For example:

688 (Washington, DC)
512 (Baltimore, MD)
512BY (Baltimore OPC)

The user should insert the cards face up through the scanner, one at a time. When all the cards have been entered, there are two methods of returning to the MAIN MENU. By waiting 30 seconds, the viewer is automatically returned to the main menu. The screen will indicate how many cards have been entered, how many cards were in error, and how many cards were valid. Only the valid cards are stored in the memory bank. Cards which were in error must be corrected and re-entered.

The second method of returning to the main menu is by filling out and entering a card which has the Provider Number 9999. Once this card is read by the reader, the viewer is immediately returned to the main menu with the same count verification as above.

If an error message appears during the card entry, this card should be set aside. If the card appears correct, the user should re-enter the card or make a new card if rejection occurred due to erasures. If it indicates that the Social Security number was incorrect, most probably the patient is not registered in the Medical Center's database and this MUST be done before re-entering the card. In most facilities this will have to be done by Medical Administration. Always verify that the correct blocks have been filled in on the card if the computer indicates that the patient is a registered patient.

Viewers can determine whether the patient is in the Medical Center database by returning to the Patient Inquiry option on the first menu.

In this version of the program, when a data card is entered and the individual numbers or CTVs are over the PREPROGRAMMED RANGES set for each completed Dental procedure, the screen will issue a warning, give the normal ranges, and prompt, 'Okay to accept this value? NO//'. If a correct entry was actually made, according to provider verification or viewer examination, a 'Y' or 'Yes' should be entered. If an erroneous entry has been made, press the return key, and the card will be rejected as an error.

If an ERROR message appears, indicating that the entry is outside the entire acceptable range or that information is missing, incomplete or incorrect, the card is automatically rejected.

Non-clinical time entries may be made on any card or on a separate card with the dummy Social Security number 000-00-0002.

Patient Education entries for GROUPS are entered into the database with a card marked with the dummy Social Security number 000-00-0001. When this Social Security number is marked in combination with the Patient Education box, (remember that this cannot be combined with a dental prophylaxis) the CTV value will be automatically generated with a '4'.

It is strongly advised that the cards be entered one at a time during the learning process. Users should read the messages which appear, learn to interpret errors on cards, and wait for any messages on the entered card before proceeding with the next card entry.

NOTE: In the card reader entry system, enter ONLY ten completed Dental procedures during any one sitting on each card. If more than ten different procedures are performed, (which is highly unlikely), a second card should be completed. The program will know how to count the second card only for procedures, since it will cross-check the date for verification of whether the card counts as a visit.

2.-3. TREATMENT DATA ENTER/EDIT

A. ENTERING NEW DATA

This option allows for the entry of treatment data for individual patients into the Service system. Data may be entered line by line or full screen. The full screen entry display is used for the examples.

After selecting the TREATMENT DATA Enter/Edit option, users will be prompted with:

[You may select a treatment date by entering the patient's name or SSN, the provider's number or the treatment date (without time)

Select Dental Treatment Date:]

Note that entering a '?' will display both current and released data. Select treatment data by entering the patient name or Social Security number, the provider number, or the treatment date (without time). To create a new entry in the file, enter a date and time in the format MMDDYY@HHMM, as in 082686@1200 for August 26, 1986, 12:00 PM. If a new entry creation for the current date and current time is required, the user can enter the word 'NOW'. If 'NOW' is entered, the following prompt is displayed:

[ARE YOU ADDING (date) AS A NEW DENTAL TREATMENT (the nth):]

Respond with 'yes'.

The viewer is next prompted:

[DENTAL TREATMENT STATION.DIVISION:]

Entering a '?' at this prompt will display a list of available providers.

The user is next prompted:

DENTAL TREATMENT DENTAL PROVIDER:

Select the appropriate Dental provider by named or provider number.

The dental provider must have a dental provider number entered and must be an active provider before s/he can be selected.]

Entering a '?' will display a list of providers. When a provider is selected, one of the following five screens, General, Endodontics, Oral Surgery, Periodontics, or Prosthodontics, will be displayed, depending upon the provider:

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1 DATE:..... 15 SURFACES RESTORED #:.....
 2 STATION.DIVISION:..... 16 INDIVIDUAL CROWNS #:.....
 3 DENTAL PROVIDER:.....
 4 PROVIDER NUMBER(R):..... 17 COMPLETE DENTURES #:....
 5 DENTAL PATIENT:.....
 6 SSN(R):..... 18 OTHER SIGNIFICANT TREAT (CTV):....
 7 PATIENT CATEGORY:.....
 8 BED SECTION:.....
 9 SCREENING/COMPLETE EXAM:.....
 10 COMPLETIONS/TERMINATIONS:.....
 11 X-RAYS EXTRAORAL #:..... 19 INTEDISCIPLINARY CONSULT:.....
 12 X-RAYS INTRAORAL #:..... 20 EVALUATION:.....
 13 PROPHY NATURAL DENTITION:....
 14 PROPHY DENTURE:..... 21 PATIENT ED. (CTV).....

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22 ROOT CANAL THERAPY #:....
 23 POST & CORES #:.... 36 FRACTURE #:....
 24 FIXED PARTIALS (ABUT) #:... 37 OPERATING ROOM:....
 25 FIXED PARTIALS (PONT ONLY) #.. 38 NEOPLASM CONFIRMED MALIG. #:..
 26 REMOVABLE PARTIALS #:.... 39 NEOPLASM REMOVED #:.....
 27 EXTRACTIONS #:..... 40 PRE AUTH/2ND OPINION EXAM:.....
 28 OTHER SIGNIF. SURG. (CTV):.... 41 SPOT CHECK EXAM:.....
 29 BIOPSY/SMEAR #:..... 42 SPOT CHECK DISCREPANCY #:.....
 30 ADMIN PROCEDURE:.....
 31 PROSTHETIC REPAIR #:....
 32 PERIO QUADS (ROOT PLANE) #:.....
 33 SPLINTS & SPEC. APPLIANCES:.....
 34 PERIODONTAL QUADS (SURGICAL) #:.....
 35 SURGICAL EXTRACTIONS #:.....

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REVIEW DENTAL TREATMENT DATA - ENDODONTICS PAGE 1 OF 2 8/20/88

1	DATE:.....	15 OTHER SIGNIF. SURG. (CTV):....
2	STATION.DIVISION:.....	16 ROOT CANAL THERAPY #:.....
3	DENTAL PROVIDER:.....	
4	PROVIDER NUMBER(R):....	17 OTHER SIGNIFICANT TREAT (CTV):....
5	DENTAL PATIENT:.....	
6	SSN(R):.....	18 INTERDISCIPLINARY CONSULT:.....
7	PATIENT CATEGORY:.....	
8	BED SECTION:.....	
9	SCREENING/COMPLETE EXAM:.....	19 PATIENT ED. (CTV):.....
10	EVALUATION:.....	20 PROPHY NATURAL DENTITION:.....
11	COMPLETIONS/TERMINATIONS:.....	21 PROPHY DENTURE:.....
12	X-RAYS INTRAORAL #:.....	22 SURFACES RESTORED #:.....
13	X-RAYS EXTRAORAL #:.....	23 INDIVIDUAL CROWNS #:.....
14	BIOPSY/SMEAR #:.....	24 COMPLETE DENTURES #:.....

REVIEW DENTAL TREATMENT DATA - ENDODONTICS PAGE 2 OF 2 8/20/88

25 ADMIN PROCEDURE:.....	
26 PERIODONTAL QUADS (SURGICAL) #:....	
27 PERIO QUADS (ROOT PLANE) #:...	39 NEOPLASM REMOVED #:....
28 POST AND CORES #:.....	40 PRE AUTH/2ND OPINION EXAM:.....
29 FIXED PARTIALS (ABUT) #:.....	41 SPOT CHECK EXAM:.....
30 FIXED PARTIALS (PONT ONLY) #:....	42 SPOT CHECK DISCREPANCY #:....
31 REMOVABLE PARTIALS #:....	
32 PROSTHETIC REPAIR #:....	
33 SPLINTS & SPECIAL APPLIANCES:....	
34 EXTRACTIONS #:....	
35 SURGICAL EXTRACTIONS #:.....	
36 FRACTURE #:....	
37 OPERATING ROOM:....	
38 NEOPLASM CONFIRMED MALIGNANT #:.....	

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REVIEW DENTAL TREATMENT DATA - ORAL SURGERY PAGE 1 OF 2 8/20/88

1	DATE:.....	15 OTHER SIGNIFICANT TREAT (CTV):....
2	STATION.DIVISION:....	16 BIOPSY/SMEAR #:....
3	DENTAL PROVIDER:.....	
4	PROVIDER NUMBER(R):....	17 FRACTURE #:....
5	DENTAL PATIENT:.....	
6	SSN(R):.....	18 OTHER SIGNIF. SURG. (CTV):....
7	PATIENT CATEGORY:.....	
8	BED SECTION:.....	
9	SCREENING/COMPLETE EXAM:.....	19 X-RAYS INTRAORAL #:.....
10	EVALUATION:.....	20 INTERDISCIPLINARY CONSULT:.....
11	COMPLETIONS/TERMINATIONS:.....	21 OPERATING ROOM:.....
12	X-RAYS EXTRAORAL #:....	22 NEOPLASM CONFIMED MALIG #:.....
13	EXTRACTIONS #:....	23 NEOPLASM REMOVED #:....
14	SURGICAL EXTRACTIONS #:....	24 SPLINTS & SPEC. APPLIANCES:....

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REVIEW DENTAL TREATMENT DATA - ORAL SURGERY PAGE 2 OF 2 8/20/88

25	ADMIN PROCEDURE:.....	
26	PATIENT ED. (CTV):.....	
27	PROSTHETIC REPAIR #:.....	
28	PERIODONTAL QUADS (SURGICAL) #:.....	
29	PROPHY DENTURE:....	39 PRE AUTH/2ND OPINION EXAM:....
30	SURFACES RESTORED #:....	40 SPOT CHECK EXAM:....
31	INDIVIDUAL CROWNS #:....	41 SPOT CHECK DISCREPANCY #:....
32	COMPLETE DENTURES #:....	
33	PERIO QUADS (ROOT PLANE) #:.....	
34	POST & CORES #:....	
35	FIXED PARTIALS (ABUT) #:....	
36	FIXED PARTIALS (PONT ONLY) #:....	
37	REMOVABLE PARTIALS #:....	
38	ROOT CANAL THERAPY #:....	

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REVIEW TREATMENT DATA - PERIODONTICS PAGE 1 OF 2 8/20/88

1	DATE:.....	15 OTHER SIGNIF. SURG. (CTV):.....
2	STATION.DIVISION:....	16 SPLINTS & SPEC. PROCS. (CTV):....
3	DENTAL PROVIDER:.....	
4	PROVIDER NUMBER(R):....	17 BIOPSY/SMEAR #:....
5	DENTAL PATIENT:.....	
6	SSN(R):.....	18 X-RAYS EXTRAORAL #:....
7	PATIENT CATEGORY:.....	
8	BED SECTION:.....	
9	X-RAYS INTRAORAL #:....	19 INTERDISCIPLINARY CONSULT:.....
10	PROPHY NATURAL DENTITION:....	20 SCREENING/COMPLETE EXAM:.....
11	PATIENT ED. (CTV):.....	21 COMPLETIONS/TERMINATIONS:.....
12	PERIO QUADS (ROOT PLANE) #:....	22 PROTHETIC REPAIR #:....
13	PERIODONTAL QUADS (SURG) #:...	23 PROPHY DENTURE:....
14	OTHER SIGNIFICANT TREAT (CTV):..	24 SURFACES RESTORED #:...

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REVIEW TREATMENT DATA - PERIODONTICS PAGE 2 OF 2 8/20/88

25	INDIVIDUAL CROWNS #:....	39 PRE AUTH/2ND OPINION EXAM:.....
26	COMPLETE DENTURES #:....	40 SPOT CHECK EXAM:....
27	ADMIN PROCEDURE:.....	41 SPOT CHECK DISCREPANCY #:....
28	ROOT CANAL THERAPY #:.....	
29	FIXED PARTIALS (ABUT) #:....	
30	POST & CORES #:.....	
31	FIXED PARTIALS (PONT ONLY) #:....	
32	REMOVABLE PARTIALS #:....	
33	EXTRACTIONS #:....	
34	SURGICAL EXTRACTIONS #:....	
35	FRACTURE #:....	
36	OPERATING ROOM:....	
37	NEOPLASM CONFIRMED MALIGNANT #:....	
38	NEOPLASM REMOVED #:.....	

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There are some fields which are mandatory for data entry, or else the record will not be accepted into the data bank. These include the dental patient and patient category fields. If the user tries to enter an '^' to escape from the option without completing these fields, the following message is displayed:

[ERROR--Patient category is missing
ERROR--Dental patient is missing

Would you like to delete this entire treatment data entry? NO//
You must correct the errors before continuing.
Please return when you are ready to re-edit this treatment data entry.]

If codes 1 - 8 are entered for the patient category, the bed section field must be completed. If the user enters an '^' at the bed section field to escape when one of these codes has not been chosen, the following prompt is displayed:

[ERROR--Bed section is missing]

NOTE: As with the card reader entry system, enter only ten completed dental procedures at any one sitting. If more than ten different procedures are performed, a second screen entry should be completed. The program will check the second entry only for procedures, since it will cross-check the date for verification of whether a visit was actually made.

B. EDITING EXISTING DATA

This option, as part of the Treatment Data Service Enter/Edit selection, allows users to edit existing patient treatment information. The management at a given center must edit and re-release data which has already been transmitted.

After selecting this option, the viewer is presented with the following prompt:

[Select Dental Treatment Date:]

Respond with the date of the entry to be edited or the date of the patient visit. If there are many cards entered for a particular date, and the Social Security number is known, the Social Security number rather than the date should be entered. An entry may also be pulled up by entering the provider number or the patient's last name, or the last four digits of the Social Security number. Examples of permissible formats are:

T (for current date)
JAN 4 1985
1/4/85
04 JAN 85
010485
080365658 (SSN)

If user selects a date for which more than one treatment is entered, the system prompts for which episode should be edited. An example of a request is listed below:

(NUMBER)	(DATE/TIME)	(PROVIDER)	(SSN)
1	MAR 6, 1988@23:59	7898	333221111
2	MAR 6, 1988@23:58	7896	123456789
3	MAR 6, 1988@23:57	0876	987654321
4	MAR 6, 1988@23:56	0875	000112222

Note that the time after the '@' symbol is used as a counter, as part of a numbering system to differentiate one entry from another. This number could be included during the date entry, if known, in order to avoid the necessity of selecting from a list of patients. It is easier, however, to avoid memorizing the numbers and to make a choice when the selection is offered. In addition, viewers will not know what the assigned number is while using the card reader, as it is not displayed on the screen.

Check the provider number and the patient Social Security numbers to determine the treatment to be edited, and then enter the appropriate number. For example:

2 (would present Mar 6, 1988@23:58, provider 7896, patient SSN 123456789)

The system will then display the information. If the viewer wishes to change any of the data elements, s/he can keep entering a carriage return until the cursor is on the data element, or type '^' and line number, and the cursor will jump to that line.

If the viewer wishes to access the next page of the record, type '^D' for "Down page". If the viewer wishes to see all the commands, s/he should type '^C'. The following instructions are then displayed:

^	--Quit	@	--Delete data
^nn	--Go to the 'nn' statement	CR	--Go to the next statement
^C	--Command menu display	<	--Go to the previous statement
	--Space bar, recall previous answer	?	--Information about field
^D	--Down page	^U	--Up page

Note: (C)omputed, (M)ultiple, (W)ord processing, (R)ead only

Austin is now prepared to accept changed data. This means that if the data has already been transmitted to Austin for inclusion within the Dental system, the treatment data must be changed in the Program Management Menu, using the Treatment Data Entry Edit/Re-release Option with the Change/Delete field marked ('C' for change, 'D' for delete) after changes have been made. When the user exits the screen, the system will prompt the user for re-release. When 'yes' is entered, the data is ready for re-release and must be re-released through the Review/Release option.

4. CLASS I-VI SERVICE ADMIN INFO ENTER/EDIT

This screen is used to report information on staff-treated patients, Class I-VI.

Note that when entering Class I-VI data, the package will check for whether an entry already exists for the given station and month. If an entry already exists, a new entry cannot be made.

When this screen is selected, the system presents the following prompt:

[Select DENTAL CLASS I-VI Service DATE:]

If the viewer wishes to update, check, or edit a past record, select the date of the report required for update, check, or edit, usually the last day of the month. The system will respond with the information for the date selected.

Using the return key and the '^nn' command (see the last paragraph of this section), move about the screen to select the entry to be changed. If viewers wish to enter data for a new reporting period, select the appropriate date. Usually, this will be the end of the month, at the end of the monthly reporting period. For this version of the program, data will be entered only once at the end of this period. After the selection prompt, the next prompt which appears is for:

[ARE YOU ADDING A NEW DENTAL CLASS I-VI SERVICE (the nth):]

This prompt is requesting whether data for a new reporting period is to be entered. Respond with 'Y' for 'YES'. The following prompt and screen will then appear:

[DENTAL CLASS I-VI STATION.DIVISION:]

DENTAL CLASS I-VI SERVICE (DATE)

1 DATE:	15 TREAT CASES PEND AUTH IIC:
2 STATION.DIVISION:	16 CASES PEND INIT OF TREAT IIC:
3 TREAT CASES AUTH I:	17 CASES PEND COMP IIC:
4 CASES PENDING INIT OF TREAT I:	18 TREAT CASES AUTH III:
5 CASES PEND COMP I:	19 CASES PEND INIT OF TREAT III:
6 TREAT CASES AUTH II:	20 CASES PEND COMP III:
7 CASES PEND INIT OF TREAT II:	21 TREAT CASES AUTH IV:
8 CASES PEND COMP II:	22 CASES PEND INIT OF TREAT IV:
9 TREAT CASES AUTH IIA:	23 CASES PEND COMP IV:
10 CASES PEND INIT OF TREAT IIA:	24 TREAT CASES AUTH V:
11 CASES PEND COMP IIA:	25 CASES PEND INIT OF TREAT V:
12 TREAT CASES AUTH IIB:	26 CASES PEND COMP V:
13 CASES PEND INIT OF TREAT IIB:	27 TREAT CASES AUTH VI:
14 CASES PEND COMP IIB:	28 CASES PEND INIT OF TREAT VI:
	29 CASES PEND COMP VI:

#####

Complete this section as follows:

[1 DATE:] This date is automatically entered by the system.

[2 STATION.DIVISION:] Enter the three digit station code for the facility, along with the division letter where appropriate.

The remainder of the prompts follow one of three styles:

[TREAT CASES AUTH n:] (n is for number)

Respond with the number of treatment cases authorized during the reporting period for class n patients.

[CASES PEND INIT OF TREAT n:]

Respond with the number of cases pending initialization of treatment as of the end of the reporting period for the class of patient indicated.

[CASES PEND COMP n:]

Respond with the number of patients in class n pending completion at the end of the reporting period.

If at any point the user wishes to exit from the screen, enter a '^' (an inverted caret located above the '6' key) followed by a return.

'^' allows exit from the present screen and the system will prompt for a new date and screen. '^nn' will move the cursor to item nn of the current screen.

5. PERSONNEL INFORMATION ENTER/EDIT

This option is used to report the number of person days worked during the report period for all dental personnel, plus the number of visits to the dental service by consultants and attendings.

This option automatically checks for whether an entry exists for the station and month entered by the user. If an entry already exists, a new entry cannot be made.

Upon selecting this option, the viewer will be asked for the date of this report. Normally, this data will be entered only once at the end of the reporting period. The date may be entered in several formats, as in 7/15/85, JUL 15 85, 071585, 15 JUL 85. The system next presents the screen below. Users should enter the station number and the number of person days for each category for the reporting period.

```
#####
Dental Personnel ( Type  4)                      (date)

1 DATE:                      6 EFDAS (DAYS):
2 STATION.DIVISION:          7 DENTAL ASSIST. (DAYS):
3 STAFF DENTIST (DAYS):       8 DENTAL TECH. (DAYS):
4 RESIDENT (DAYS):            9 CLERICAL (DAYS):
5 HYGIENIST (DAYS):           10 CONSULT ATTEND (VISITS):
#####
```

Note that items #3 - #9 ask for days, while item #10 (CONSULT ATTEND) asks for number of visits. Also note that this section asks for actual days worked, and excludes annual leave, sick leave, military leave, leave without pay, or authorized absence, with the following special conditions:

1. Any authorized training absence for research and/or education or training will not be deducted from total days worked.
2. Any authorized absence from duty which is granted for a full day will be deducted from total days worked.
3. Do not deduct time for which staff dentists or residents are physically present in the VA facility, but are performing non-clinical dental tasks. These will be addressed in another section of the reporting system.
4. Time spent by staff in non-renumerated (non-pay) teaching assignments at an affiliated institution will not be deducted from total days worked. This will be addressed in another section of the reporting system.
5. To facilitate the calculation of days worked for employees, the number of hours worked for each person in the same category can be added and the sum divided by eight. If the resulting number of days is not a whole number, drop the decimal if it is under .5 and round up to a whole number if it is .5 or greater.

6. If a person has been hired for two positions, such as dental assistant and secretary, proportion the time allocated on hiring between the two categories of employment. In other words, if a person is hired as a half time secretary and half-time dental assistant, the person's duty time will always be allocated in that manner, regardless of the actual time spent in either category. Similarly, if a person is hired entirely for one category, e.g. dental assistant, allocate all the time to that category even though the person may spend some time in clerical or secretarial duties.

7. Recorded information applies only to personnel on the dental service payroll and should not include non-paid persons such as dental students, dental hygiene students, dental assisting or laboratory technicians, students or volunteers.

6. NON-CLINICAL TIME ENTER/EDIT

If a card reader is used for data entry, this section may be read only for editing purposes. (See below).

If terminal entry is used, proceed with this section.

This option is used to account for non-clinical time of dental personnel. After selecting the date of the non-clinical activity, respond to the prompts requesting the three digit station code and the provider information number of the person engaged in the clinical activity. The system returns with the following:

[NON-CLINICAL TIME CATEGORY:]

Respond with one of the following:

- A (Administrative)
- R (Research)
- F (Application and Dental Fee Administration)
- E (Education and Training)

The system next prompts for:

[TIME SPENT:]

Respond with the amount of time spent in the non-clinical time category. The answer must be a number between .25 and 49.50 in quarter hour increments.

Editing existing data within these fields is similar to editing Treatment Data. Users select the non-clinical time entry for edit in the same manner as previously noted. Select by date, and by time assigned if known. If only the date is selected, the system will prompt for the list of entries for that day. Select the desired entry and make the necessary changes.

NOTE: When entering or editing data through this option, the user is not allowed to enter a '^' to exit. Once an entry is started, all questions must be answered. Use the Delete Non-Clinical Time Entry option on the Program Management menu to delete an entry that was entered in error through this option.

7. APPLICATIONS AND DENTAL FEE (TYPE 5) ENTER/EDIT

This screen is used to enter data about outpatient application and dental fee program activity. The Dental package checks for whether an entry already exists for the station and month, and if data exists, will not allow another entry to be made.

After selecting the Dental Fee Administration option, the system will present the following screen:

[Select Dental Dental Fee Administration Date:]

FOR THE CURRENT VERSION OF THIS PROGRAM, IT IS IMPERATIVE THAT THIS DATA BE ENTERED ONLY ONCE AT THE END OF THE REPORTING MONTH OR PERIOD. Later versions will allow for later entries by MAS or Dental over the entire reporting period so that this data may be entered daily by either service.

Respond with:(DATE)

Normally this would be the last day of the reporting period. The following date formats are used:

T for the current date	T+1 for the day after the current date
JAN 21 1985	22 JAN 85
1/21/85	012285

A specific date may also be omitted, as in JAN, 1985. Note the comma, which must be used in this format. After entering the date, the system presents the following screen:

```
#####
 1  DATE                      15 FEE BASES COMP - I
 2  STATION.DIVISION          16 FEE BASES COMP - II
 3  APPLI. I-VI RC'D          17 FEE BASES COMP - IIA
 4  APPLI. II RC'D            18 FEE BASES COMP - IIB
 5  APPLI. I-VI ELIG          19 FEE BASES COMP - IIC
 6  APPLI. PEND. ELIG.        20 FEE BASES COMP - III
 7  VA EXAMS AUTH             21 FEE BASES COMP - IV
 8  FEE EXAMS AUTH            22 FEE BASES COMP - V
 9  FEE EXAMS PEND COMP       23 FEE BASES COMP - VI
10  FEE EXAM COMP             24 FEE CUM AVG. I-VI
11  FEE TREAT PEND AUTH
12  FEE TREAT AUTH
13  FEE TREAT PEND COMP
14  FEE TREAT COMP
```

```
#####
```

Respond to the prompt with the appropriate information. Each of the prompts is briefly explained below. In all cases, the response will be a whole number with a maximum of two or three digits, depending upon the prompt. Use the help option (?) if the maximum for a given prompt is not known.

[2 STATION.DIVISION:...]

Respond with the three digit station code, along with the letters of the user division where appropriate, as in 688 (Washington DC), 512 (Baltimore MD), 512BY(Baltimore OPC)

[3 APPLI. I-VI RC'D:...]

Respond with the total number of Class I through Class VI applications for care received through the reporting period, including class number, as in 25 or 130.

[4 APPLI. II RC'D:...]

Respond with the total number of Class II applications (received within 90 days of discharge) for care received through the reporting period, as in 20 or 101.

[5 APPLI. I-VI ELIG:...]

Respond with the total number of Class I though Class VI applications found eligible for care, as in 14 or 100.

[6 APPLI. PEND. ELIG:...]

Respond with the total number of Class I-VI applications pending eligibility determination, as in 2 or 19.

[7 VA EXAMS AUTHORIZED:...]

Respond with the total number of exams authorized for treatment by VA staff, as in 20 or 101.

[8 FEE EXAMS AUTHORIZED:...]

Respond with the total number of fee basis exams authorized, as in 2 or 108.

[9 FEE EXAMS PEND COMP:...]

Respond with the total number of fee basis exams pending completion, as in 5 or 25.

[10 FEE EXAM COMP:...]

Respond with the number of fee basis exams completed, as in 4 or 25.

[11 FEE TREAT PEND AUTH:...]

Respond with the total number of fee basis patients pending treatment authorization, as in 3 or 10.

[12 FEE TREAT AUTH:...]

Respond with the total number of patients authorized for fee treatment, as in 10 or 115.

[13 FEE TREAT PEND COMP:...]

Respond with the total number of fee basis patients pending treatment completion, as in 3 or 112.

[14 FEE TREAT COMP:...]

Respond with the total number of fee basis patients completed, as in 8 or 10.

[15 FEE CASES COMP - I:..]
THRU
[23 FEE CASES COMP - VI:..]

Respond with the number of fee basis patients completed through this date for the appropriate class of patient, as in 2 or 33.

[24 FEE CUM AVG I-VI:..]

Respond with the cumulative average cost for all Class I-VI fee basis patients. Use whole numbers for dollars, as in 23 or 259.

8. DENTAL REPORTS

The Dental Reports are grouped under the following menu:

- Service Reports
- Sittings/Visits Reports
- Inpatients Needing Dental Exam Report
- Type Of Services Report
- Cost Distribution Report

Each of the menu options is discussed in a separate section.

1. SERVICE REPORTS

This option allows for the review of previously entered data, regardless of whether it has been transmitted to Austin, and generates a series of reports. The option which is used to transmit data, and which locates untransmitted data is Option 8, Review and Release Service Reports. After selecting the Service Reports option, the following screen is displayed by the system:

```
#####
1  Treatment Data Service Report Menu
2  Class I-VI (Type 3) Admin Info
3  Personnel Info (Type 4)
4  Non-Clinical Time by Provider
5  Dental Fee Administration (Type 5)
Select Service Reports Option:
#####
```

Select the desired option by entering the appropriate number. To aid in the selection, each of the options is described with an example.

1. TREATMENT DATA REPORT

If this option is selected, the following menu appears:

- 1 Provider Summary
- 2 Sittings by Provider
- 3 Clinic Summary
- 4 Individual Sittings

If Option 1 is selected, a page by page summary of all data entered by either card reader or screen will appear for the dates selected and for either ALL providers or a specific provider chosen by name or number. Option 2 will list the sittings for each provider. Option 3 will give the summary of work performed for the entire clinic over the requested period. Option 4 will list the individual sittings for each patient treated. Printout of this option should be avoided, as the list could be quite long.

Each of these options will prompt for the station/division number, and the starting and ending dates for the Treatment Data entries.

An example of a Treatment Data Provider Summary display is given on the following pages.

#####

Select STATION.DIVISION: 688

Enter the starting and ending dates for the data entries that
you wish to include in this report.

STARTING DATE: T-999 (OCT 13, 1985)

ENDING DATE: T (JUL 8, 1988)

Would you like to review released data only? NO// (NO)

Would you like to review the data for all providers? YES// (YES)

Do you wish to print the optional 3rd page of the summary? NO// Y (YES)

Do you wish to see the \$VALUE on this 3rd page? NO// Y (YES)

DENTAL SERVICE TREATMENT REPORT - SUMMARY REPORT BY PROVIDER
FROM OCT 13,1985 TO JUL 8,1988 STATION NO.: 688 DENTAL PROVIDER NO.: 1234
INPATIENT AND OUTPATIENT DENTAL CATEGORY/CLASS

PROCEDURE	1	2	3	4	5	6	7	8	18	19	20	21	22
CASE COMPLETED
CASE TERMINATED
SCREENING EXAMINATION
COMPLETE EXAMINATION
EVALUATION
DIAGNOSTIC FILMS-EXT
DIAGNOSTIC FILMS-INT
MALIGNANT NEOPLASM C
ROOT CANAL FILLED
QUADRANT OF PERIODON
QUADRANT OF ROOT PLA
PROPHYLAXIS - NATURA	1
PATIENT WITH PROTHES	1
PREVENTIVE DENTISTRY
EXTRACTIONS (WEIGHTED)
SURGICAL EXTRACTION
NEOPLASM REMOVED
BIOPSY AND/OR CYTOLO
MAXILLOFACIAL FRACTU
OTHER SIGNIFICANT SU
SINGLE CROWN (PER CR
POST AND CORE OR OVE	1
ABUTMENT UNIT FOR FI
PONTIC UNIT FOR FIXE
REMOVABLE PARTIAL DE
REMOVABLE COMPLETE D
PROTHESIS REPAIRED
SPLINTS AND SPECIAL
OTHER SIGNIFICANT PR
OR CASE
INTERDISCIPLINARY CO
SPOT-CHECK (STAFF)
PRE-AUTH/2ND OPINION
SPOT-CHECK (FEE)
MAJOR/MINOR DISCREPA
ADMINISTRATIVE PROCE

Press return to continue, uparrow (^) to exit:

DENTAL SERVICE TREATMENT REPORT - SUMMARY REPORT BY PROVIDER
FROM OCT 13,1985 TO JUL 8,1988 STATION NO.: 688 DENTAL PROVIDER NO.: 1234

	STAFF TREATED DENTAL CATEGORY/CLASS									
PROCEDURE	I	II	IIA	IIB	IIC	III	IV	V	VI	
CASE COMPLETED	1	
CASE TERMINATED	.	2	
SCREENING EXAMINATIO	
COMPLETE EXAMINATION	
EVALUATION	
DIAGNOSTIC FILMS-EXT	
DIAGNOSTIC FILMS-INT	
MALIGNANT NEOPLASM C	
SUORED	
ROOT CANAL FILLED	.	.	.	1	
QUADRANT OF PERIODON	
QUADRANT OF ROOT PLA	
PROPHYLAXIS - NATURA	
PATIENT WITH PROTHES	
PREVENTIVE DENTISTRY	
EXTRACTIONS (WEIGHTED)	
SURGICAL EXTRACTION	
NEOPLASM REMOVED	
BIOPSY AND/OR CYTOLO	
MAXILLOFACIAL FRACTU	
OTHER SIGNIFICANT SU	
SINGLE CROWN (PER CR	
POST AND CORE OR OVE	
ABUTMENT UNIT FOR FI	
PONTIC UNIT FOR FIXE	
REMOVABLE PARTIAL DE	
REMOVABLE COMPLETED	
PROTHESIS REPAIRED	
SPLINTS AND SPECIAL	
OTHER SIGNIFICANT PR	
OR CASE	
SPOT-CHECK (STAFF)	
PRE-AUTH/2ND OPINION	
SPOT-CHECK (FEE)	
ADMINISTRATIVE PROCE	

There are x sittings in the time frame you specified. All data is complete.

DENTAL SERVICE TREATMENT REPORT - SUMMARY REPORT BY PROVIDER
FROM OCT 13,1985 TO JUL 8,1988 STATION NO.: 688 DENTAL PROVIDER NO.: 1234

PROCEDURE	#DONE	CTV	\$VALUE	TOT	CTV	TOT
CASE TERMINATED	0.00	0.00	0.00			
SCREENING EXAMINATION	2.00	1.50	0.00	3.00	0.00	
DIAGNOSTIC FILMS-EXTRAORAL	3.00	0.00	0.00	0.00	0.00	
DIAGNOSTIC FILMS-INTRAORAL	43.00	0.00	0.00	0.00	0.00	
Totals	48.00	1.50		3.00	0.00	

Press return to continue, uparrow (^) to exit:
Enter the starting and ending dates for the data entries that you wish to include
in this report. This report is used to verify the 240 and 280 reports.

#####

2. CLASS I-VI ADMINISTRATIVE INFO REPORT:

For the date selected, a report on the number of treatment cases authorized, cases pending initialization of treatment, and cases pending completion is displayed. The information is presented according to patient class.

After the option is selected, the system prompts:

[(title of the selection)]

[Select STATION.DIVISION] (if there is more than one station entered in the Dental Site Parameters file).

[ENTER THE STARTING DATES FOR THE DATE ENTRIES THAT YOU WISH TO INCLUDE IN THIS REPORT.]

Respond with the appropriate station number, and the date for start, in the formats:

1/30/85 JAN 30 1985
30/JAN 85 013085

The following screen is next displayed:

#####

Select DENTAL CLASS I-VI DATE: 101587 OCT 15, 1987 688

CLASS I TO VI REPORT FOR OCTOBER 1987 STATION NUMBER: 688

	TREATMENT CASES AUTHORIZED	TREATMENT CASES PENDING INITIATION	TREATMENT CASES PENDING COMPLETION
CLASS I	4	2	2
CLASS II			
CLASS IIA			
CLASS IIB			
CLASS IIC	1	3	
CLASS III	13		
CLASS IV			
CLASS V			
CLASS VI			
TOTALS	18	5	2

Press return to continue:

#####

When the viewing of one screen is completed, enter a carriage return to view the next screen. Entering return at the end of the last option returns the viewer to the previous menu. Entering a '^' will bring the user back to the menu as well.

3. PERSONNEL INFO REPORT

For the selected time period, a summary of the number of person-days, available by type of employee as well as number of visits by consultants and attendees, is displayed.

#####

Select STATION.DIVISION: 688//

Select DENTAL PERSONNEL DATE: ?

ANSWER WITH DENTAL PERSONNEL DATE

Select DENTAL PERSONNEL DATE:

One moment please while I total your non-clinical time entries

PERSONNEL REPORT FOR NOVEMBER 1987

STATION NUMBER: 688

(All values are in days except Consultant Visits)

NON-CLINICAL TIME

DAYS WORKED RESEARCH EDUCATION FEE ADMIN CLINICAL TIME

DENTISTS	4	1	1	1	0	1
RESIDENTS	4	0	0			4
HYGIENISTS	3	0	0			3
EFDAs	5	1	0			4
ASSISTANTS	6					
LAB TECHS	1					
ADMIN/CLER	2					
ALL OTHERS						
TOTALS	25	2	1	1	0	12

CONSUL VISITS:

Press return to continue:

#####

4. NON-CLINICAL TIME BY PROVIDER REPORT

For the selected period, a summary of days spent in the research, education, fee, administration, and total categories, for one provider or for all, is displayed.

#####

Select STATION.DIVISION: 688//

Enter the starting and ending dates for the data entries that
you wish to include in this report.

STARTING DATE: T-999 (OCT 13, 1985)

ENDING DATE: T (JUL 8, 1988)

Would you like to review the data for all providers? YES// (YES)

DENTAL NON-CLINICAL TIME REPORT - SUMMARY REPORT BY PROVIDER

FROM OCT 13,1985 TO JUL 8,1988 STATION NO.: 688

(All values are in days)

PROVIDER NO.	PROVIDER NAME	RESEARCH	EDUCATION	FEE	ADMIN	TOTAL
5155	RIN, J	1	0	0		1
5555		2	4	0		0
7777						
0622	WALKER,STEVE	4	0	11		0
	TOTAL	7	4	11		1

Press return to continue, uparrow (^) to exit:

#####

5. APPLICATIONS AND DENTAL FEE REPORT

For the time period selected, a cumulative count of the number of applications received, the number of Class II (90 days), the number of Class I-VI exam eligibles, the number pending determination of eligibility, the exams authorized by VA staff, the fee exams pending completion, the fee exams completed, the fee treatments pending authorization, the fee treatments authorized, the fee treatments pending completion, the fee treatments completed, and Cumulative Average of cost per fee case.

#####

Select STATION.DIVISION: 688//

Select DENTAL FEE BASIS DATE:

APPLICATIONS AND DENTAL FEE REPORT FOR APRIL 1988

STATION NUMBER: 688

TOTAL APPLICATIONS RECEIVED	:	FEE CASES COMP CLASS I	:
CLASS II APPLICATIONS RECEIVED	:	FEE CASES COMP CLASS II	:
TOT APP DETERM ELIG FOR EXAM	:	3 FEE CASES COMP CLASS IIA	: 3
TOT APP PEND DETERM OF ELIG EXAM	:	FEE CASES COMP CLASS IIB	:
TOTAL EXAM AUTH TO BE DONE BY VA	:	FEE CASES COMP CLASS IIC	:
TOTAL FEE AUTHORIZED EXAMS	:	FEE CASES COMP CLASS III	:
TOT FEE EXAMS PENDING COMPLETION:	4	FEE CASES COMP CLASS IV	:
TOTAL FEE EXAMS COMPLETED	:	FEE CASES COMP CLASS V	:
TOT FEE TREAT PEND AUTHORIZATION	:	FEE CASES COMP CLASS VI	:
TOTAL FEE TREATMENT AUTHORIZED	:	FEE AVG COST ALL CLASSES	:
TOT FEE TREAT PEND COMPLETION	:		
TOTAL FEE TREATMENT COMPLETED	:		

Select STATION.DIVISION:

#####

2. SITTINGS/VISITS REPORT

After selecting the Sittings/Visits Report option, the system will prompt for the starting and ending dates for the report period. For the selected time period, a summary of visits and sittings for inpatient, outpatient, Class I-VI, and total categories will be displayed.

#####

Select STATION.DIVISION: 688

Enter the starting and ending dates for the Treatment Data entries that you want to include in this report.

STARTING DATE: T-999 (OCT 13, 1985)

ENDING DATE: T (JUL 8, 1988)

Would you like released data only? NO// (NO)

TOTAL SITTINGS/VISITS BY PATIENT CATEGORY (From OCT 13,1985 to JUL 8,1988)

	Inpatient	Outpatient	Class I-VI	Total
Visits	53	4	2	59
Sittings	82	4	11	97

(Note: Sittings figure includes 3 admin procedures.)

#####

3. INPATIENTS NEEDING DENTAL EXAM REPORT

This report will display all inpatients who have not had a dental examination. The patient name, Social Security number, ward, room bed, and diagnosis are included in the report. The logic for this report is based upon the following algorithm:

- A. Patient must be an inpatient.
- B. Patient must be admitted to a ward.
- C. The patient admission date must be equal or less than an entry in the Dental Treatment Service file.
- D. The entry in the Dental Treatment Service file must not be for a complete or screening examination.

#####

Select DENTAL SITE PARAMETERS STATION.DIVISION: 688

DEVICE: HOME// RIGHT MARGIN: 80//

Veterans Administration Medical Center

Dental Service -- Station Number 688

Inpatients Needing Dental Exams for JUL 8,1988

Ward	Room-Bed	Patient Name	SSN	Diagnosis
1 4BW	0	KENNEDY,AARON	384766211	PULMONARY VIRUS
2 4BW	0	LEE,ROBERT E.	543456765	ILL
3 4BW	0	MILLER,WILLIAM	453657867	TOOTH

Press return to continue, uparrow (^) to exit:

#####

4. TYPE OF SERVICE REPORT

This report lists all the available types of dental procedure services with the CTV and dollar amount of each procedure. The report is presented as follows:

#####

DENTAL TYPE OF SERVICE REPORT	JUL 1,1988 10:50	PAGE 1
NUMBER NAME	CTV	\$VALUE

- 1 PATIENT VISIT
- 2 CASE COMPLETED
- 3 CASE TERMINATED
- 4 SCREENING EXAMINATION
- 5 COMPLETE EXAMINATION
- 6 EVALUATION
- 7 PATIENT RECEIVING X-RAYS
- 8 DIAGNOSTIC FILMS-EXTRAORAL
- 9 DIAGNOSTIC FILMS-INTRAORAL
- 10 MALIGNANT NEOPLASM CONFIRMED
- 11 SURFACE RESTORED
- 12 ROOT CANAL FILLED
- 13 QUADRANT OF PERIODONTAL SURGERY
- 14 QUADRANT OF ROOT PLANING AND CURETTAGE
- 15 PROPHYLAXIS - NATURAL DENTITION
- 16 PATIENT WITH PROTHESES CLEANED
- 17 PREVENTIVE DENTISTRY INSTRUCTIONS (WEIGHTED)
- 18 EXTRACTIONS (WEIGHTED)
- 19 SURGICAL EXTRACTION
- 20 NEOPLASM REMOVED
- 21 BIOPSY AND/OR CYTOLOGICAL SMEARS
- 22 MAXILLOFACIAL FRACTURE REDUCTION
- 23 OTHER SIGNIFICANT SURGERY (WEIGHTED)
- 24 SINGLE CROWN (PER CROWN)
- 25 POST AND CORE OR OVERDENTURE COPING
- 26 ABUTMENT UNIT FOR FIXED PROSTHESIS
- 27 PONTIC UNIT FOR FIXED PROSTHESIS
- 28 REMOVABLE PARTIAL DENTURE INSERTED
- 29 REMOVABLE COMPLETE DENTURE INSERTED
- 30 PROTHESIS REPAIRED
- 31 SPLINTS AND SPECIAL APPLIANCES (WEIGHTED)
- 32 OTHER SIGNIFICANT PROCEDURE (WEIGHTED)
- 33 OR CASE
- 34 INTERDISCIPLINARY CONSULTATION
- 35 SPOT-CHECK (STAFF)
- 36 PRE-AUTH/2ND OPINION EXAM (FEE)
- 37 SPOT-CHECK (FEE)
- 38 MAJOR/MINOR DISCREPANCIES
- 39 ADMINISTRATIVE PROCEDURE

#####

5. COST DISTRIBUTION REPORT

The Cost Distribution Report (CDR) consists of a set of seven report displays, which list monthly CTV - based percentages for the Medical, Surgical and Psychiatric services. The report is organized according to seven bed sections: Medical, Surgical, Psychiatry, Nursing Home, Domiciliary, Intermediate Care, and Outpatient. Each bed section has four areas for calculation of clinical time: Instructional, Administrative, Continuing Education, and Research. The percentages listed under these categories are used for determining how support costs are to be distributed. The percentages listed are calculated from the CTV associated with each dental procedure, and from the number of days worked by dentists, hygienists, EFDAs, assistants, laboratory assistants, administrative/clerical staff, and other employees.

Upon selection of this option, the following prompt is displayed:

[Enter CDR REPORT date MONTH/YEAR:

Note: This report is AUTOMATICALLY QUEUED to print, you must specify a printer.

QUEUE TO PRINT ON

DEVICE: RIGHT MARGIN: 80//

REQUESTED START TIME:NOW//]

The date may be listed in any month/year date format, but any other entry other than the month and year will be rejected. If a month is chosen for which no data is entered, the system will display:

[NO TREATMENT data entries for (month)]

Note that this option will not permit screen display, and that a printer must be selected.

The worksheets for the Cost Distribution Report are displayed on the following pages.

MONTHLY DENTAL SERVICE COST DISTRIBUTION (10-0141) REPORT
FOR THE MONTH OF OCTOBER

#####

BED SECTION	ACCOUNT NUMBER	NAME	CLINICAL
Medical			
01	1110.248	Medical	0.0000
06	1111.248	Neurology	0.0000
07	1113.248	Rehabilitation	0.0000
10	1116.248	Spinal Cord Injury	0.0000
11	1114.248	Epilepsy Center	0.0000
12	1115.248	Blind Rehabilitation	0.1544
13	1118.248	Dialysis Program	0.0000
14	1117.248	Medical Int. Care Unit	0.0000
		Medical Sub-Total	0.1544
	1100.12	Instructional	0.0011
	1100.13	Administrative	0.0032
	1100.14	Continuing Education	0.0011
	1100.21	Research	0.0032

#####

Surgical

02	1210.248	Surgical	0.4194
15	1211.248	Surgical Int. Care Unit	0.0000
		Surgical Sub-Total	0.4194
	1200.12	Instructional	0.0029
	1200.13	Administrative	0.0087
	1200.14	Continuing Education	0.0029
	1200.21	Research	0.0087

#####

MONTHLY DENTAL SERVICE COST DISTRIBUTION (10-0141) REPORT
FOR THE MONTH OF OCTOBER

BED SECTION	ACCOUNT NUMBER	NAME	CLINICAL
Psychiatry			
03	1310.248	Psychiatry - Acute	0.0000
04	1310.248	Psychiatry - Long Term	0.0000
08	1311.248	Alcohol	0.2003
09	1312.248	Drug	0.0000
		Psychiatry Sub-Total	0.2003
	1300.12	Instructional	0.0014
	1300.13	Administrative	0.0042
	1300.14	Continuing Education	0.0014
	1300.21	Research	0.0042
#####			
Nursing Home			
	1420.248	Nursing Home Care Unit	0.0000
		Nursing Home Sub-Total	0.0000
	1400.12	Instructional	0.0000
	1400.13	Administrative	0.0000
	1400.14	Continuing Education	0.0000
	1400.21	Research	0.0000
#####			
Domiciliary			
	1510.248	Domiciliary	0.0000
		Domiciliary Sub-Total	0.0000
	1500.12	Instructional	0.0000
	1500.13	Administrative	0.0000
	1500.14	Continuing Education	0.0000
	1500.21	Research	0.0000
#####			

MONTHLY DENTAL SERVICE COST DISTRIBUTION (10-0141) REPORT
FOR THE MONTH OF OCTOBER

BED SECTION	ACCOUNT NUMBER	NAME	CLINICAL
Intermediate Care			
05	1610.248	Intermediate Care Activity	0.0000
		Intermediate Care Sub-Total	0.0000
	1600.12	Instructional	0.0000
	1600.13	Administrative	0.0000
	1600.14	Continuing Education	0.0000
	1600.21	Research	0.0000
#####			
Outpatient			
	2710.248	Outpatient	0.1670
		Outpatient Sub-Total	0.1670
	2800.12	Instructional	0.0012
	2800.13	Administrative	0.0035
	2800.14	Continuing Education	0.0012
	2800.21	Research	0.0035
#####			
*** CLINICAL---TOTAL***			0.9411

Non-Clinical Activity			
	4810.248	Fee Basis	0.0066

Reconciled --- Total			1.0000

Disregard the following trainee data if your station does not have a Dental Resident Program			
	1100.11	Medical Bed Proportion	0.1630
	1200.11	Surgical Bed Proportion	0.4427
	1300.11	Psychiatry Bed Proportion	0.2115
	1400.11	Nursing Home Proportion	0.0000
	1500.11	Domiciliary Bed Proportion	0.0000
	1600.11	Intermediate Bed Proportion	0.0000
	2800.11	Outpatient Bed Proportion	0.1762
#####			

9. REVIEW/RELEASE SERVICE REPORT

This option is used to review and release data for a given time period and then prepare the data for transmission. The report need not actually be transmitted. Once data has been transmitted, however, it may no longer be reviewed through this option. Option 7 must then be used to review the data.

Upon selection of this option, the following screen is presented:

```
#####
```

- 1 Treatment Data Review/Release Menu
- 2 Class I-VI (type 3) Admin Info
- 3 Personnel Info (type 4)
- 4 Dental Fee Administration (type 5)
- 5 Check Duplicate Sitings
- 6 Release All Service Reports

Select Review/Release Service Reports Option:

```
#####
```

Respond by choosing the number corresponding to the type of data to be reviewed or released. If there is more than one station entered in the dental Site Parameters file, the user will be prompted with the following:

[Select STATION.DIVISION:]

Users should respond with the three digit station code and division letter where applicable. For example;

688 (Washington DC)
512 (Baltimore MD)
512BY (Baltimore OPC)

The system will next prompt for entry of the date of the data to be reviewed. Respond with the appropriate data in any of the following formats, using the help screen (?) if necessary to identify acceptable dates:

T for the current date
T+1 for the day after the current date
T-1 for the day prior to the current date
1/31/86
JAN 31 1986
31 JAN 86
013186

The system will respond with:

[DEVICE:HOME//:]

The system is prompting for whether the data is to be presented on the user terminal (home) or some other device, such as a printer. Enter a return to indicate the viewer terminal. To send the data elsewhere, specify the device using the device codes used at the site. To print out the information, press 'Q' for 'QUEUE' and then the device number. The system manager must be consulted on how to implement the procedure for the specific site.

The system next presents the requested data with the following prompt:

[Okay to release this report for transmission to Austin? NO//]

Respond with a carriage return to prevent transmission, a 'NO' to prevent transmission, or a 'YES' to transmit. Users may select another option, or enter a carriage return, in order to get into a new mode.

1. TREATMENT DATA REVIEW/RELEASE MENU

The Treatment Data option presents a number of suboptions which are displayed as follows:

- 1 Provider Summary (a summary of all data by provider)
- 2 Sitzings by Provider (basic information on the sitting seen by a specified provider)
- 3 Clinic Summary (a summary of patients seen by category/class)
- 4 Individual Sitzings (a summary of all sittings for the clinic with the work accomplished by each visit)
- 5 Release Report Without Reviewing Data (transmits the data to Austin without user review)

Each of the suboptions will cause the system to prompt for the station and division if applicable, to which users should respond as described above.

The following screen is an example of the provider summary option:

```
#####
DENTAL SERVICE TREATMENT REPORT - SUMMARY REPORT BY PROVIDER
FROM OCT 13,1985 TO JUL 8,1988  STATION NO.: 688  DENTAL PROVIDER NO.: 1234
      INPATIENT AND OUTPATIENT DENTAL CATEGORY/CLASS
PROCEDURE          1  2  3  4  5  6  7  8  18 19 20 21 22
CASE COMPLETED    .  .  .  .  .  .  .  .  .  .  .  .  .
CASE TERMINATED    .  .  .  .  .  .  .  .  .  .  .  .  .
SCREENING EXAMINATION  .  .  .  .  .  .  .  .  .  .  .  .  .
COMPLETE EXAMINATION  .  .  .  .  .  .  .  .  .  .  .  .  .
EVALUATION         .  .  .  .  .  .  .  .  .  .  .  .  .
DIAGNOSTIC FILMS-EXT  .  .  .  .  .  .  .  .  .  .  .  .  .
DIAGNOSTIC FILMS-INT  .  .  .  .  .  .  .  .  .  .  .  .  .
MALIGNANT NEOPLASM C  .  .  .  .  .  .  .  .  .  .  .  .  .
ROOT CANAL FILLED    .  .  .  .  .  .  .  .  .  .  .  .  .
QUADRANT OF PERIODON  .  .  .  .  .  .  .  .  .  .  .  .  .
QUADRANT OF ROOT PLA  .  .  .  .  .  .  .  .  .  .  .  .  .
PROPHYLAXIS - NATURA  1  .  .  .  .  .  .  .  .  .  .  .  .
PATIENT WITH PROTHES  1  .  .  .  .  .  .  .  .  .  .  .  .
PREVENTIVE DENTISTRY  .  .  .  .  .  .  .  .  .  .  .  .  .
EXTRACTIONS (WEIGHTED) .  .  .  .  .  .  .  .  .  .  .  .  .
SURGICAL EXTRACTION  .  .  .  .  .  .  .  .  .  .  .  .  .
NEOPLASM REMOVED     .  .  .  .  .  .  .  .  .  .  .  .  .
BIOPSY AND/OR CYTOLO  .  .  .  .  .  .  .  .  .  .  .  .  .
MAXILLOFACIAL FRACTU  .  .  .  .  .  .  .  .  .  .  .  .  .
OTHER SIGNIFICANT SU  .  .  .  .  .  .  .  .  .  .  .  .  .
SINGLE CROWN (PER CR   .  .  .  .  .  .  .  .  .  .  .  .  .
POST AND CORE OR OVE  1  .  .  .  .  .  .  .  .  .  .  .  .
ABUTMENT UNIT FOR FI  .  .  .  .  .  .  .  .  .  .  .  .  .
PONTIC UNIT FOR FIXE  .  .  .  .  .  .  .  .  .  .  .  .  .
REMOVABLE PARTIAL DE  .  .  .  .  .  .  .  .  .  .  .  .  .
REMOVABLE COMPLETE D  .  .  .  .  .  .  .  .  .  .  .  .  .
PROTHESIS REPAIRED    .  .  .  .  .  .  .  .  .  .  .  .  .
SPLINTS AND SPECIAL    .  .  .  .  .  .  .  .  .  .  .  .  .
OTHER SIGNIFICANT PR   .  .  .  .  .  .  .  .  .  .  .  .  .
OR CASE               .  .  .  .  .  .  .  .  .  .  .  .  .
INTERDISCIPLINARY CO  .  .  .  .  .  .  .  .  .  .  .  .  .
SPOT-CHECK (STAFF)    .  .  .  .  .  .  .  .  .  .  .  .  .
PRE-AUTH/2ND OPINION  .  .  .  .  .  .  .  .  .  .  .  .  .
SPOT-CHECK (FEE)      .  .  .  .  .  .  .  .  .  .  .  .  .
MAJOR/MINOR DISCREPA  .  .  .  .  .  .  .  .  .  .  .  .  .
ADMINISTRATIVE PROCE  .  .  .  .  .  .  .  .  .  .  .  .  .
Press return to continue, uparrow (^) to exit:
```

DENTAL SERVICE TREATMENT REPORT - SUMMARY REPORT BY PROVIDER
 FROM OCT 13,1985 TO JUL 8,1988 STATION NO.: 688 DENTAL PROVIDER NO.: 1234
 STAFF TREATED DENTAL CATEGORY/CLASS

PROCEDURE	I	II	IIA	IIB	IIC	III	IV	V	VI
CASE COMPLETED	1
CASE TERMINATED	.	2
SCREENING EXAMINATIO
COMPLETE EXAMINATION
EVALUATION
DIAGNOSTIC FILMS-EXT
DIAGNOSTIC FILMS-INT
MALIGNANT NEOPLASM C
SUORED
ROOT CANAL FILLED	.	.	.	1
QUADRANT OF PERIODON
QUADRANT OF ROOT PLA
PROPHYLAXIS - NATURA
PATIENT WITH PROTHES
PREVENTIVE DENTISTRY
EXTRACTIONS (WEIGHTED)
SURGICAL EXTRACTION
NEOPLASM REMOVED
BIOPSY AND/OR CYTOLO
MAXILLOFACIAL FRACTU
OTHER SIGNIFICANT SU
SINGLE CROWN (PER CR
POST AND CORE OR OVE
ABUTMENT UNIT FOR FI
PONTIC UNIT FOR FIXE
REMOVABLE PARTIAL DE
REMOVABLE COMPLETED
PROTHESIS REPAIRED
SPLINTS AND SPECIAL
OTHER SIGNIFICANT PR
OR CASE
SPOT-CHECK (STAFF)
PRE-AUTH/2ND OPINION
SPOT-CHECK (FEE)
ADMINISTRATIVE PROCE

Press return to continue, uparrow (^) to exit:

There are x sittings in the time frame you specified. All data is complete.

Okay to release this report for transmission to Austin? NO//Y (YES)

Report released for transmission to Austin

#####

2. CLASS I-VI (TYPE 3) ADMIN INFO

The screen display for the Review/Release Class I-VI Report is very similar to that of the Dental Reports Class I-VI option, except for the fact that the review/release screen does not prompt for user viewing of released data or for printing the optional third page report, a feature of the Dental Report menu.

#####

Select STATION.DIVISION: 688

Select DENTAL CLASS I-VI DATE:

CLASS I TO VI REPORT FOR JULY 1988

STATION NUMBER: 688

	TREATMENT CASES AUTHORIZED	TREATMENT CASES PENDING INITIATION	TREATMENT CASES PENDING COMPLETION
CLASS I	6	3	4
CLASS II	2	1	2
CLASS IIA	1	2	3
CLASS IIB	3		
CLASS IIC			
CLASS III			
CLASS IV			
CLASS V	3	3	
TOTALS	15	9	9

Okay to release this report for transmission to Austin? NO//

#####

3. PERSONNEL INFO (TYPE 4)

The screen used for the Review/Release Personnel Info selection is very similar to the Dental Reports Personnel Info screen, except for the fact that the review/release screen does not prompt for user review of previously released data.

#####

Select STATION.DIVISION: 688//

Select DENTAL PERSONNEL DATE:

One moment please while I total your non-clinical time entries

PERSONNEL REPORT FOR JULY 1988

STATION NUMBER: 688

(All values are in days except Consultant Visits)

NON-CLINICAL TIME

	DAYS WORKED	RESEARCH	EDUCATION	FEE	ADMIN	CLINICAL TIME
DENTISTS	4	0	0	0	1	3
RESIDENTS	9	0	6			3
HYGIENISTS	0	0	0			0
EFDA's	6	4	0			1
ASSISTANTS	2					
LAB TECHS	0					
ADMIN/CLER	0					
ALL OTHERS	0	0	0			
TOTALS	21	4	6	0	1	7

CONSULTANTS VISITS:

Okay to release this report for transmission to Austin? NO// (NO)

Nothing released

#####

4. APPLICATIONS AND DENTAL FEE (TYPE 5)

The Review/Release Applications and Dental Fee report screen is very similar to the screen used for the Dental Reports Applications and Dental Fee option. For the time period selected, a cumulative count of the number of applications received, the number of Class II (90 days), the number of Class I-VI exam eligibles, the number pending determination of eligibility, the exams authorized by VA staff, the fee exams pending completion, the fee exams completed, the fee treatments pending authorization, the fee treatments authorized, the fee treatments pending completion, the fee treatments completed, and Cumulative Average of cost per fee case.

#####

Select STATION.DIVISION: 688//
Select DENTAL FEE BASIS DATE:

APPLICATIONS AND DENTAL FEE REPORT FOR JULY 1988 STATION NUMBER: 688

TOTAL APPLICATIONS RECEIVED	:	FEE CASES COMP CLASS I	:
CLASS II APPLICATIONS RECEIVED	:	FEE CASES COMP CLASS II	:
TOT APP DETERM ELIG FOR EXAM	:	FEE CASES COMP CLASS IIA	:
TOT APP PEND DETERM OF ELIG EXAM	:	FEE CASES COMP CLASS IIB	:
TOTAL EXAM AUTH TO BE DONE BY V	:	FEE CASES COMP CLASS IIC	:
TOTAL FEE AUTHORIZED EXAMS	:	FEE CASES COMP CLASS III	:
TOT FEE EXAMS PENDING COMPLETIO	:	FEE CASES COMP CLASS IV	:
TOTAL FEE EXAMS COMPLETED	:	FEE CASES COMP CLASS V	:
TOT FEE TREAT PEND AUTHORIZATIO	:	FEE CASES COMP CLASS VI	:
TOTAL FEE TREATMENT AUTHORIZED	:	FEE AVG COST ALL CLASSES	:
TOT FEE TREAT PEND COMPLETION	:		
TOTAL FEE TREATMENT COMPLETED	:		

Okay to release this report for transmission to Austin? NO// Y (YES)

Report released for transmission to Austin

RELEASE SERVICE REPORTS:

#####

5. CHECK DUPLICATE SITTINGS

This option allows for the creation of a duplicate treatment report log based upon date, patient name, provider, and patient Social Security number.

Upon selection of this option, the following prompt and screen appear:

[Select STATION.DIVISION:688//

Enter the starting and ending dates for the data entries that you wish to include in this report.

STARING DATE: T-718(JUL 13, 1986)

ENDING DATE: T(JUN 1, 1988)

One moment please it may take awhile.]

#####

DUPLICATE TREATMENT DATA REPORT

STATION: 688

(From JUL 13, 1986 to JUL 1, 1988)

DATE TIME	PATIENT NAME	SOCIAL SECURITY
-----------	--------------	-----------------

JUL 28, 1986@23:50	LEAN, JOHN W.	213-46-4789
--------------------	---------------	-------------

JUL 28, 1986@23:51	LEAN, JOHN W.	213-46-4789
--------------------	---------------	-------------

JUL 28, 1986@23:52	LEAN, JOHN W.	213-46-4789
--------------------	---------------	-------------

JUL 28, 1986@23:58	BERGER, JIM	109-10-8107
--------------------	-------------	-------------

JUL 28, 1986@23:59	BERGER, JIM	109-10-8107
--------------------	-------------	-------------

AUG 11, 1986@23:58	LEAN, JOHN W.	213-46-4789
--------------------	---------------	-------------

AUG 11, 1986@23:59	LEAN, JOHN W.	213-46-4789
--------------------	---------------	-------------

APR 1, 1987@23:50	BERGER, JIM	109-10-8107
-------------------	-------------	-------------

APR 1, 1987@23:51	BERGER, JIM	109-10-8107
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MAR 16, 1988@23:49	STONE, SAM	314-15-9265
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MAR 16, 1988@23:51	STONE, SAM	314-15-9265
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#####

6. RELEASE ALL SERVICE REPORTS

This option allows for the release of the Service Reports previously described, but does not allow data review.

NOTE: Users should refer to the attachment on data transmission for information on checking the status of reports transmitted to Austin.

PATIENT INQUIRY

Use this option to view which patients are in the Medical Center's database. In order for the program to function properly, all dental patients must be a part of this database. As part of the cross-checking and verification for accurate data, the program 'looks' to the patient file to validate that the particular patient is currently on the rolls. Thus, at the start of using the system, MAS must enter all Class I-VI service connected outpatients, if they have not already done so. This option will display the patient's age, sex, legal residence, service connected disability, phone, last admission date, admitting diagnosis, ward location, and other selected fields.

ENTER/EDIT APPT. SCHEDULING AID (CPM)

The Dental Appointment Scheduling Aid (CPM) may be used for scheduling patients for examinations and treatments. The user is prompted with the line, 'Would you like instructions? NO/' prior to the actual entry of scheduling information. A 'YES' entry will display the use of the utility. At the 'Select DENTAL PATIENT NAME:' prompt enter the name of the patient. Note that the patient must already be registered into the Hospital Patient file. The prompt will ask 'Select Treatment Plan #:'. If the patient already has a treatment plan entered into the file, this may be displayed by entering a question mark. If a new treatment plan number is being entered, enter the next sequential number of treatment plan for the patient. Answer 'YES' or 'NO' to the 'RX Needed' prompt, then respond to the questions as dictated by the provider Treatment Plan for the patient. The seven procedure types used in this Scheduling Aid utility are:

- | | | | |
|----------------|-----------------|--------------------------|----------------|
| 1) Prophylaxis | 2) Periodontal | 3) Endodontic | 4) Restorative |
| 5) Surgical | 6) Crown/Bridge | 7) Removable Prosthesis. | |

PRINT APPT. SCHEDULING AID (CPM)

This option is used in conjunction with the Dental Appointment Scheduling Aid (CPM) Enter/Edit option. Once entries have been made via the Enter/Edit Appointment Scheduling Aid option, each Treatment Plan may be displayed and printed. At the device prompt, enter the appropriate device number or carriage return to display the date on the terminal. This request may be queued to print on a printer device by entering 'Q' at the device prompt. The display (entered below) will indicate the number of Appointments calculated as necessary for the entered procedures. The Dental provider number will also be included in the display. The number of '+' signs indicates procedures which may be scheduled concurrently. The display of asterisks indicates procedures which may not be scheduled concurrently as well as the minimum number of Appointments necessary for the completion of the treatment plan. If the patient is to receive medication prior to treatment, this will also be displayed.

PATIENT: ALBARRAN, JAV
SSN:111222333 DATE ENTERED: SEPT. 15, 1986

```

ITEM      PROV
ENDO      7777      + + + + + + + +
REST      7777      + + + + + + +
SURG      7777      + + + +
PROPH     7777      * *
PERIO     7777      * * * * * * * * * *
C & B     7777      * * * * * * * * * * * *
PROS      * * * *

```

PG. 58

GLOSSARY

ABUTMENT	- A supporting structure to sustain lateral or horizontal pressure on a tooth to which a fixed or partial denture is attached.
BIOPSY	- The removal and examination of tissue.
CTV	- Abbreviation for composite time value.
CURETTAGE	- The surgical scraping or cleaning by means of a curette, e.g. a tooth or tissue cavity.
ENDODONTICS	- The specialty of dentistry dealing with diseases of the dental pulp and related problems.
NEOPLASM	- Any new or abnormal growth.
PERIAPICAL	- Anything relating to the tissues encompassing the apex of a tooth.
PERIODONTICS	- The specialty of dentistry dealing with the study of diseases of the tissues supporting the teeth.
PONTIC	- The portion of a bridge which substitutes for an absent tooth.
PROPHYLAXIS	- A term for any preventive treatment.
PROSTHETIS	- An artificial substitute for a missing body part.

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ATTACHMENT: DATA TRANSMISSION INFORMATION

This attachment will outline the procedure for transmission of Dental package data, the method of checking whether data has been received by Austin, and the troubleshooting methods available when transmission errors occur.

In order to transmit data, the following steps must be taken:

1. Under the Program Management option, select Site Parameters Edit (cf. Pg. 11.)
2. Within this option, there are prompts for selecting the station/division and the card reader. Entries must be made for these fields. The final prompt requests, 'Transmit data via VADATS?/'. This should be set to 'Yes'.
3. Under the Review/Release Reports option (cf. Pg. 42), select the reports for transmission.

VADATS is an acronym for Veterans Administration Data Transmission Service, a line privately leased through Tymnet. Note that if a 'No' is entered at the VADATS transmission prompt, a utility global, ^UTILITY("DENTV") is created by the package, instead of the message being transmitted over VADATS.

When data is transmitted, a MailMan message is created in the sender's 'IN' basket. The message is sent to the sender's 'IN' basket as well as to Austin. On the sender's end, a transmission message is displayed when transmission is completed.

The message should be queried in the sender 'IN' box to check for whether the message was actually received in Austin. Messages may be queried at the 'read a message' option in MailMan. If the message has been received, a remote site message ID number is created, which is shown in the query display, next to the local sender message ID. The message ID may be identified by the domain name appearing in the ID number. A confirmation message will be sent to the sender for each message sent to Austin. Messages are usually received in Austin within 15 to 90 minutes of being transmitted. Generally, the time for message return from Austin is the same as the transmission time, although messages may sometimes take up to 24 hours to be returned, due to delays arising in Austin.

In the case of transmission problems, the Dental Service can only use the 'query' option to determine message status. The actual troubleshooting process is performed by the Information Resources Management Service at the user site.

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Program Management [DENTPURGE]
Purge Dental AMIS [DENT PROGMAN]

This is a new option on the Program Management menu that was added to the package with the installation of the patch DEN*1.2*21. This option deletes data in the Dental Treatment (AMIS) file #221, Dental Fee Basis (AMIS) file #222, Dental class I-VI (AMIS) file #223, Dental Personnel (AMIS) file #224, and Dental Non Clinical Time file #226. Five years of Dental data will remain after a purge. The data is not archived but is permanently purged from the system.

Note: This option should be queued to run during off peak time.

Prompt/Response

Purge Dental AMIS

Purge To: 09-30-91 // <RET>

Select DENTAL SITE PARAMETERS STATION.DIVISION: nnn

Request will be Queued.

Requested Start Time: NOW// 2am

Discussion

The default Purge To date is five years prior to the date you use this option. In this example, the date the purge was done was September 30, 1996. Note the default date is 5 years prior.

Note: You can change this date and leave more than 5 years data on the system.

Enter your site or division number.

Even though the default Requested Start Time is NOW, it is best to queue this to run during off peak hours.

Dental Activity [DENTACTUSER or DENTACTMANAGER]
Enter Data Thru Card Reader [DENTCARD]

This option, on the Dental Activity menu, was changed with the installation of Patch DEN*1.2*21. If you are using the option during the period of January 1 through January 15 you will be asked an additional question:

Enter Cards From Last December? YES//

The system automatically assumes the current year. This question allows the user to file December data under the correct year. For complete information on this option, see pages 17 -18 of the Dental V. 1.2 User Manual.

Prompt/**Response**

Discussion

Enter Data Thru Card Reader

```
Select DENTAL SITE PARAMETERS STATION.DIVISION:      nnn
              READ DENTAL CARDS FROM MARK SENSE CARD READER
```

Enter Cards From Last December? YES// <RET>

This prompt will ONLY be asked from January 1 through January 15 giving the user two weeks to enter December data.

You may begin inserting cards
Time Expired/End of Session

```

----- SESSION COMPLETE -----
Total Cards Read: 0
Total Errors: 0
Total Valid: 0

```

Dental Activity [DENTACTUSER or DENTACTMANAGER] Enter Batch Screening/Complete Exam [DENTBATCH]

This is a new option added to the Dental Activity menus with the installation of the patch DEN*1.2*21. This option allows the user to batch enter Screenings and Complete exams ONLY. The example shown here is for Screening; you will see the same prompts for either Screening or Complete exam.

Prompt/Response

Discussion

Enter Batch Screening/Complete Exam

Each prompt needs to be filled in order for the treatment to be filed.
To Exit, Enter "^".

Select one of the following:

S	Screening
C	Complete Exam

Select One For Batch Filing: **s**creening

DATE/TIME OF TREATMENT: NOW// **<RET>** (OCT 04, 1996@09:47)

Select DENTAL SITE PARAMETERS STATION.DIVISION: **nnn**

Select DENTAL PROVIDER NAME: **PROVIDER**,TST 0330

DENTAL PATIENT: **PORTER,JACK** 12-01-47
444823690 COLLATERAL
...OK? Yes// **<RET>** (Yes)

Select the patient being treated or enter the word "GROUP" for a group patient education treatment sitting.

PATIENT CATEGORY: ??

Choose from:

1	PRIOR 1, EMERGENCY
2	PRIOR 1, COMPELLING MEDICAL NEED
3	PRIOR 1, EXTENDED CARE
etc.	

Enter the patient's Dental Classification, or Number.

PATIENT CATEGORY: **2** PRIOR 1, COMPELLING MEDICAL NEED

Select DENTAL BED SECTION: **REHABILITATION**

Treatment Added (OCT 04, 1996@09:47:00)

Enter the patient's Dental Bed Section.

Store Next Treatment (OCT 04, 1996@09:47:01)

DENTAL PATIENT: ^

Total Screening Treatment Entered: 1

When you are finished entering patient screenings, enter '^' at the DENTAL PATIENT prompt to end the session.

PREFACE

The Dental Package is a set of routines which creates and maintains a system encompassing such functions as entering, editing and printing out Dental procedure results, and stores the data according to VA FileMan structures. A screen-oriented system, the package is centered around the six menu options Dental Activity, Patient Inquiry, Enter/Edit Appt Scheduling Aid (CPM), Print Appt Scheduling Aid (CPM), Program Management, and MailMan Menu.

This User Manual is designed to acquaint system users with the menu structure and screen information options of the package. Information on FileMan protocol, methods of data entry, and special terminology are included, as well as a glossary and index for quick reference.

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